



Saltash Town Council

Konsel An Dre Essa



*The Guildhall
12 Lower Fore Street
Saltash
PL12 6JX
Telephone: 01752 844846
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21 March 2025

Dear Councillor

I write to summon you to an **Extraordinary Personnel Committee meeting** to be held at the Guildhall on **Thursday 27th March 2025 at 6.30 pm.**

The meeting is open to members of the public and press up until the Public Bodies (Admission to Meetings) Act 1960.

Yours sincerely,

Councillor Sarah Martin
Chairman of the Personnel Committee

To Councillors:

J Dent J Foster S Martin (Chairman) S Miller J Peggs (Vice-Chairman) B Stoyel	Other members of the Council for information
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Agenda

1. Health and Safety Announcements.
2. Apologies.
3. Declarations of Interest:
 - a. To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.
 - b. The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration
4. To receive and approve the minutes of the Personnel Committee held on 27 February 2025 as a true and correct record. (Pages 4 - 14)
5. To note the resignation of the Communications and Engagement Officer.
6. Public Bodies (Admission to Meetings) Act 1960
To resolve that pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the public and press leave the meeting because of the confidential nature of the business to be transacted and in accordance with Saltash Town Council Standing Orders and Terms of Reference.

Chairman to confirm the Personnel Meeting is now in Part Two.

Members are reminded that items discussed are of the **strictest confidence** and must **not** be discussed or shared with others.

Members are to refrain from taking notes in part two confidential session and to refer to the private and confidential reports provided.

All Members are subject to GDPR, Data Protection Regulations and the Code of Conduct.
7. To receive a staffing report from the Town Clerk and consider any actions and associated expenditure.
8. Public Bodies (Admission to Meetings) Act 1960
To resolve that the public and press be re-admitted to the meeting.

Date of next meeting: Thursday 26 June 2025 at 6.30 pm

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Personnel Committee held at the Guildhall on Thursday 27th February 2025 at 6.30 pm

PRESENT: Councillors: J Dent, S Martin (Chairman), S Miller, J Peggs (Vice-Chairman) and B Stoyel.

ALSO PRESENT: S Burrows (Town Clerk)

APOLOGIES: None.

68/24/25 HEALTH AND SAFETY ANNOUNCEMENTS.

The Chairman informed those present of the actions required in the event of a fire or emergency.

69/24/25 DECLARATIONS OF INTEREST:

a. To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.

None.

b. The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.

None.

70/24/25 TO RECEIVE AND APPROVE THE MINUTES OF THE EXTRAORDINARY PERSONNEL COMMITTEE HELD ON 19 DECEMBER 2024 AS A TRUE AND CORRECT RECORD.

Please see a copy of the minutes on the STC website or request to see a copy at the Guildhall.

It was proposed by Councillor Martin, seconded by Councillor Peggs and **RESOLVED** that the minutes of the Extraordinary Personnel Meeting held on 19 December 2024 were confirmed as a true and correct record.

71/24/25 TO RECEIVE A RECOMMENDATION FROM THE TOWN VISION SUB COMMITTEE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman announced that agenda item 5 is to be received with agenda item 6.

72/24/25 TO RECEIVE AND REVIEW THE PERSONNEL COMMITTEE BUSINESS PLAN DELIVERABLES FOR QUARTER THREE AND CONSIDER ANY ACTIONS AND EXPENDITURE.

It was proposed by Councillor Martin, seconded by Councillor Miller and **RESOLVED**

1. To note Town Vision Sub Committee's recommendation to accelerate the improvement of staff restrooms and changing facilities at the Guildhall under Strategic Priority 2, however, the present location currently doesn't provide available space to achieve this, but the importance is recognised;
2. To amend under 'Health and Wellbeing' the 'Action' – Improve Guildhall restrooms and changing facilities – due to incorrect description to – Provide Guildhall restrooms and changing facilities where feasible;
3. To increase the score under Strategic Priority 2 'Aim' – Provide excellent welfare facilities from 1 to 2;
4. Delegate to the Responsible Finance Officer to research health care insurance for staff reporting back at the next Personnel Committee meeting with a comprehensive report.

73/24/25 TO RECEIVE THE PERSONNEL COMMITTEE BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

74/24/25 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

Nothing to report.

75/24/25 TO CONSIDER HEALTH AND SAFETY REPORTS AS MAY BE RECEIVED.

Nothing to report.

76/24/25 TO REVIEW THE FOLLOWING TOWN COUNCIL POLICIES:

The Town Clerk informed Members that the Employee Handbook requires updating, Human Resources Support Consultancy continue to work through the handbook to be received at a future Personnel Committee meeting. Saltash Town Council works to ACAS rights, rules and best practice.

- a. Data Protection - Criminal Records Information Policy;
- b. Data Protection Policy (Employees);
- c. Disability Employment Policy;
- d. Equality and Diversity Policy;
- e. Employee Handbook;
- f. Employee Recognition Scheme;
- g. Protocol for Member Officer Relations;
- h. Recruitment & Selection Policy;
- i. Training and Development Policy;

It was proposed by Councillor Peggs, seconded by Councillor Dent and **RESOLVED** to note the Town Clerk's update and that there are no other amendments to be made at this time.

77/24/25 TO RECEIVE STAFF COMPLIMENTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Town Clerk informed Members that the Communications and Engagement Officer is preparing a Saltash Town Council newsletter where we would like to include staff compliments.

It was **RESOLVED** to note and thank the staff for their continued efforts.

78/24/25 **TO NOTE THE APPOINTMENT OF THE COMMUNICATIONS AND ENGAGEMENT OFFICER.**

It was **RESOLVED** to note the appointment of Ben Gordon, the Communications and Engagement Officer.

79/24/25 **TO NOTE THE APPOINTMENT OF THE ADMINISTRATION OFFICER AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Martin, seconded by Councillor Miller and **RESOLVED** to note the temporary appointment of Lee Wright the Administration Officer and to ratify Reed Agency hourly rate of £27.90 allocated to budget code 6694 EMF Staff Contingency.

80/24/25 **TO RECEIVE UPDATED JOB DESCRIPTIONS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE:**

- a. Administration Officer;
- b. Planning and General Administrator;
- c. Receptionist / Mayor's Secretary.

It was proposed by Councillor Stoyel, seconded by Councillor Dent and **RESOLVED** to approve the updated Administration Officer, Planning and General Administrator and Receptionist / Mayor's Secretary job descriptions to align their duties and responsibilities of the role (as attached).

81/24/25

PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

It was proposed by Councillor Martin, seconded by Councillor Peggs and **RESOLVED** that pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the public and press leave the meeting because of the confidential nature of the business to be transacted and in accordance with Saltash Town Council Standing Orders and Terms of Reference.

The Chairman informed Members that the meeting is now in Part Two.

The Chairman reminded Members that items discussed are of the **strictest confidence** and must **not** be discussed or shared with others.

The Chairman asked Members to refrain from taking notes in part two confidential session, reports have been provided.

All Members are subject to GDPR, Data Protection Regulations and the Code of Conduct.

Members noted the Chairman's statement.

82/24/25

TO RECEIVE AND APPROVE THE MINUTES OF THE EXTRAORDINARY PRIVATE AND CONFIDENTIAL PERSONNEL COMMITTEE HELD ON 19 DECEMBER 2024 AS A TRUE AND CORRECT RECORD.

It was proposed by Councillor Martin, seconded by Councillor Peggs and **RESOLVED** that the minutes of the Extraordinary Private and Confidential Personnel Meeting held on 19 December 2024 were confirmed as a true and correct record.

83/24/25

TO RECEIVE REPORTS ON STAFF TRAINING AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE:

a. Training Attended;

The Town Clerk informed Members there is no report.

b. Training Requests;

AAT Level 4 Diploma in Professional Accounting:

It was proposed by Councillor Dent, seconded by Councillor Stoyel and **RESOLVED:**

1. To approve the Finance Assistant to undertake AAT Level 4 diploma in Professional Accounting;
2. At a total cost of £2,796 allocated to budget code 6656 ST PE Staff Training for the years 2025/26 and 2026/27;
3. To approve the payment terms of a low initial deposit followed by affordable monthly instalments over the duration of the course (approximately 18 months), to be determined at the time of registration;
4. To setup a training agreement between Saltash Town Council and the Finance Assistant;
5. To delegate to the Finance Officer / Responsible Finance Officer to manage the Finance Assistant's training sessions without compromising operational needs.

Portable Appliance Testing (PAT Testing):

It was proposed by Councillor Miller, seconded by Councillor Stoyel and **RESOLVED:**

1. To refer the PAT training request to the Service Delivery Manager to provide a PAT register of items and frequency thereof, a list of Town Council PAT equipment and if additional equipment is required and at what cost;
2. Service Delivery Manager to provide a comprehensive report to be received at the next Personnel Committee meeting;

City and Guilds 2345 Electrotechnical Experienced Worker Level 3:

It was proposed by Councillor Peggs, seconded by Councillor Stoyel and **RESOLVED:**

1. To approve the Assistant Service Delivery Manager (ASDM) to undertake City and Guilds Electrotechnical Experienced Worker Level 3;
2. At a cost of £2,086, 50% funded by the ASDM and the other 50% allocated to budget code 6676 Staff Training (Service Delivery) for the year 2025-26;
3. To setup a training agreement between Saltash Town Council and the ASDM;
4. To delegate to the Service Delivery Manager (SDM) to liaise with HRSC to temporarily amend the ASDM working week to support his training needs – weekday to a Saturday there is to be no other change in his terms of employment;
5. That the ASDM ensures his electrical qualification remains in date at all times, at his cost not Saltash Town Council, and the relevant certificates are provided to Saltash Town Council for our records;
6. That it is the ASDM's responsibility to ensure all regulatory amendments are adhered to at all times, at the cost of the ASDM not Saltash Town Council;
7. Points 5 and 6 above are to ensure that all Saltash Town Council installation work undertaken by the ASDM meets the standards expected to keep us all safe;
8. To delegate to the SDM to ensure that the above is adhered to and the Town Clerk is informed at all times.

84/24/25

TO RECEIVE A REPORT FROM THE COMMUNITY HUB TEAM LEADER AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Peggs, seconded by Councillor Dent and **RESOLVED**:

1. To approve the updated Library and Information Assistants job descriptions to align their duties and responsibilities of the role subject to the Community Hub Team Leader (CHTL) further updating the job description, reporting back to the Town Clerk (as attached);
2. To approve an increase in hours to 25 per week for all 4 Library and Information Assistants to commence from 1 April 2025 working within the Library Staffing budget code 2025/26;
3. To advertise a permanent 25 hour per week Community Hub Assistant role with immediate effect to commence from 1 April subject to Full Council's approval of points 6 and 7 below;
4. To delegate to the CHTL to liaise with HRSC to arrange addendums to employment contracts;
5. To **RECOMMEND** to Full Council reducing the number of Library and Information Assistant posts from 6 to 5 in the Town Council staffing structure to commence from 1 April 2025 (as attached);
6. To **RECOMMEND** to Full Council approving an additional 1 hour to the Library Staffing budget code increasing from a weekly total of 124 to 125 hours to provide consistency, a less complex rota, and improved coverage to commence from 1 April 2025;
7. To **RECOMMEND** to Full Council approving a change of job title from Library and Information Assistants to Community Hub Assistants with immediate effect (as attached).

85/24/25

TO RECEIVE A STAFFING REPORT FROM THE TOWN CLERK AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

The Town Clerk informed Members that the meeting is about to exceed 2 ½ hours breaching Standing Orders.

It was proposed by Councillor Martin, seconded by Councillor Stoyel and **RESOLVED** to suspend Standing Order Section 3.26.

86/24/25 TO RECEIVE A REPORT ON ANNUAL STAFF PERFORMANCE REVIEWS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Miller, seconded by Councillor Stoyel and resolved to **RECOMMEND** to Full Council to be held on 6 March 2025 to approve staff salary increments for those who meet the criteria working within budget for the year 2025/26.

87/24/25 TO RECEIVE A REPORT ON STAFF END OF YEAR ANNUAL LEAVE 2024-25 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Martin, seconded by Councillor Dent and **RESOLVED** to note the report and delegate to the Town Clerk to ensure all staff use their annual leave prior to the end of the year to avoid days being lost.

88/24/25 TO RECEIVE NOMINATIONS FOR THE EMPLOYEE RECOGNITION SCHEME AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Stoyel, seconded by Councillor Martin and **RESOLVED:**

1. To award the Service Delivery Administration Assistant with the Employee Recognition Scheme for exceptional effort;
2. To purchase a voucher to the value of £25 allocated to budget code 6660 Staff Recognition;
3. To present a certificate;
4. To promote on social media and display in the reception of the Guildhall subject to the Administration Assistant's permission.

89/24/25 **TO RECEIVE A REPORT FROM HR CONSULTANCY AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Martin, seconded by Councillor Dent and **RESOLVED**:

1. To note the report;
2. To appoint HRSC at an hourly rate of £50 to work with the Town Clerk to further investigate point 5 listed in the report reporting back at a future Personnel Committee meeting with their findings;
3. To allocate associated cost to budget code 6691 EMF Legal Fees working within budget.

90/24/25 **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

91/24/25 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

It was proposed by Councillor Martin, seconded by Councillor Peggs and **RESOLVED** that the public and press be re-admitted to the meeting.

92/24/25 **TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

It was proposed by Councillor Martin, seconded by Councillor Stoyel and **RESOLVED** to issue the following social media release:

1. Employee Recognition Award subject to the Administration Assistant permission.

DATE OF NEXT MEETING

Thursday 26 June 2025 at 6.30 pm

Rising at: 9.36 pm

Signed: _____
Chairman

Dated: _____